

ASMITA DEY

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📍 Kolkata, India

PROFILE SUMMARY

Dynamic and detail-oriented **HR professional with 8+ years of experience** across **IT and Corporate HR functions**. Proven expertise in **Talent Acquisition Strategy, HR Operations, Performance Management, Stakeholder & Vendor Management and Compliance**. Adept at driving employee engagement, streamlining HR processes, and aligning people strategies with business goals. Skilled in handling the **end-to-end employee lifecycle, HR analytics**, and implementing **ISO 9001:2015 standards**.

CORE COMPETENCIES

Talent Acquisition | Workforce Planning | HR Operations | Performance Management (KRA/KPI) | Employee Engagement | Retention Strategy | Compliance & Benefits (EPF, ESIC, Gratuity) | HRIS | HR Analytics | Vendor & Stakeholder Management | Recruitment Strategy | Onboarding & Exit Management | Workforce Planning | ISO 9001:2015 | HR Policy Development | L&D Coordination

PROFESSIONAL EXPERIENCE

Senior Executive – HR | Corelynx Solutions Pvt. Ltd. – Nov 2022 – Present | Kolkata, India

- Streamlined end-to-end HR Operations for a 57+ headcount organization, enhancing process accuracy and employee satisfaction.
- Improved payroll accuracy by 47% through process standardization and coordination with Finance.
- Led Talent Acquisition for Tech & Non-Tech roles, achieving 32% faster hiring TAT and reducing dependency on external agencies.
- Enhanced performance management by tracking KRAs/KPIs across 12 departments, achieving 100% appraisal cycle completion on time.
- Executed 20+ employee engagement programs annually, contributing to a noticeable drop in attrition trends.
- Ensured full statutory compliance (EPF, ESIC, Shops & Establishments), achieving zero non-compliance observations.
- Developed HR dashboards for Attendance, Attrition, Engagement Scores, and Management Reviews.

Senior Executive – HR | Ginni Systems Ltd. (Ginesys) – Jun 2022 – Nov 2022 | Kolkata, India

- Managed payroll, attendance, leave administration, and employee records for 200+ employees.
- Conducted onboarding and employee orientation, improving new-hire experience satisfaction.
- Coordinated L&D programs and managed annual training calendars across departments.
- Organized employee morale-building activities resulting in improved employee engagement participation.

Executive – Talent Acquisition | Experis IT (Manpower Group) – Nov 2021 – May 2022 | Kolkata, India

- Recruited IT talent for key clients: Infosys, Accenture, NTT Data, Dell, Robert Bosch (C2H & Permanent).
- Closed 25+ IT positions by leveraging LinkedIn, Naukri RMS, and referral channels.
- Improved candidate pipeline efficiency through effective sourcing, reducing hiring time by 25%.
- Managed offer negotiation, onboarding, and documentation ensuring 95% offer-to-join ratio.

Senior Executive – Recruitment / Nelito Systems Ltd. - Nov 2018 – Oct 2021 | Mumbai, India

- Delivered full-cycle recruitment for enterprise clients: TCS, Tata Technologies, Tata Steel, etc.
- Consistently met hiring SLAs and achieved over 90% position closure rate.
- Managed background verification, onboarding, and orientation for lateral and project-based hires.
- Partnered with Business Units to forecast manpower needs and optimize hiring plans

Recruitment Consultant / APIPAASA HR Consultancy & Flip Jobs HR Consultancy - Jul 2016 – Nov 2018 | Kolkata, India

- Managed 360° recruitment for IT/Non-IT roles across multiple industries.
- Improved candidate conversion rates by 30% through strong relationship management.
- Enhanced sourcing quality by building a structured candidate database and referral network.

EDUCATION

- **MBA / PGDHRM** - Symbiosis Centre for Distance Learning – 73.4%
- **B.Tech (CSE)** - West Bengal University of Technology – 7.78 *DGPA*

KEY ACHIEVEMENTS

- Successfully recruited and on boarded 300+ employees, reducing hiring cost by 23%.
- Streamlined payroll operations, decreasing manual errors by 47%.
- Organized 15+ engagement programs annually, boosting employee participation and satisfaction.
- Implemented HR policies aligned with ISO 9001:2015, increasing compliance efficiency.

TECHNICAL PROFICIENCY

- HRMS - GreytHR, Keka
- ATS - Naukri RMS, LinkedIn Recruiter
- Tools- MS Excel, PowerPoint, ,Matrix COSEX VYOM,HR Dashboards

STRENGTHS

Analytical Thinking | Relationship Building | HR Strategy | Team Leadership | Continuous Process Improvement | Communication | Stakeholder Management

HOBBIES

Exploring distant land Getting lost in a good book Feeling the music

Declaration: I hereby declare that the information provided above is true and complete to the best of my knowledge and belief.

Date:

Place:

Signature: Asmita Dey